

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 10, 2007

PERSONNEL LETTER #07-015
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **JULY 1, 2007 SPECIAL SALARY INCREASE FOR BARGAINING UNITS 07, 10, AND 18**

The Department of Personnel Administration (DPA) approved a Special Salary Adjustment for specific classifications in bargaining units 07, 10 and 18 effective July 1, 2007. The special adjustments only affect employees at the maximum rate and include salary increases and new anniversary dates depending on the class code. Please refer to DPA Pay Letters 07-34 and 07-35 for specific criteria information.

The State Controller's Office (SCO) will process the salary/anniversary date changes manually and will post 07/01/07 effective date SAL or 330 transactions for employees eligible for the salary increase and/or new anniversary date. The special adjustment is based on the number of qualifying pay periods at the maximum salary rate. If the SCO is unable to determine the qualifying pay period information for an employee, the department will be contacted to review the employee's record and process the appropriate transaction.

Should you have any questions regarding the special salary adjustment criteria, please contact DPA at (916) 323-3343. Questions regarding the employment history update can be directed to SCO Personnel Liaison at (916) 322-6500.

DS:JD:PMAB